

Position Announcement

Deputy Director Administrative Office of the United States Courts

Overview

The Deputy Director is appointed by the Chief Justice of the United States and serves as the deputy chief administrative officer of the federal courts under the direction and supervision of the Director of the Administrative Office of the United States Courts (AO).

The AO is part of the judicial branch of the federal government and operates as an independent excepted service agency. The AO provides management support and services to the federal courts (except the Supreme Court) in three essential areas: administrative support, program management, and policy development. The AO is responsible for advocating and implementing the policies of the Judicial Conference of the United States and supporting the network of Conference committees. The AO is the focal point for judiciary communication, information, program leadership, and administrative reform. The federal court system consists of over 30,000 employees serving federal courts and judges throughout the United States and U.S. Territories. The AO also supports program activities in the areas of court administration, court security, defender services, and probation and pretrial services.

The Deputy Director serves at the pleasure of the AO Director and the Chief Justice of the United States. A candidate, if selected, should expect to make a substantial multi-year commitment to the position. The salary of this position is set at \$151,984. However, compensation is subject to further discussion and may include a performance bonus.

Duties

The Deputy Director assists the Director in managing the AO with approximately 900 employees. The Deputy supports the Director in his role as the Secretary to the Judicial Conference of the United States and as liaison for the Judicial Branch in its relations with Congress. The Deputy Director's duties and responsibilities include, but are not limited to:

Acting for the Director in his absence;

Participating in strategic planning for the organization; designing and recommending management strategy; and executing policy decisions;

Providing management and oversight of day-to-day operations of the AO, to include evaluating operational effectiveness;

Establishing and implementing short- and long-term strategic goals, objectives, and policies;

Assisting the Director in managing the continuity of business operations;

Providing management and oversight of court program areas;

Providing support to the Director in his role as Secretary to the Judicial Conference to include assisting with committee appointments, Conference session logistics, and legislative and public affairs matters;

Providing support to the Director in his membership role on the Board of the Federal Judicial Center;

Providing counsel to the judiciary and administrative support to approximately 2,000 judicial officers and 30,000 court employees;

Attending congressional hearings and providing testimony on behalf of the judiciary; and

Assisting in providing management and oversight of the budgets of the courts (except the Supreme Court).

Qualifications and Evaluation

Candidates should have demonstrated leadership ability and experience in managing complex organizations. Prior leadership or business management experience in a legal or government environment is highly desirable, and a law degree would be a significant asset. Candidates should possess a demonstrated expertise in (1) effective oral and written communication; (2) solving problems of broad scope and complexity; and (3) managing executive-level and senior-level employees. Candidates should possess demonstrated experience at the executive level in: (1) leading change; (2) leading people; (3) business acumen; and (4) building coalitions/communication. Candidates should possess superior analytical and communication skills that would allow success in a diverse, national constituency consisting of judicial officers and court administrators.

Benefits and Amenities

A substantial federal employee benefits and incentive package is offered to include a retirement plan, health and commuter benefits, free parking, life insurance, long-term care insurance, and flexible spending accounts. The AO is located in the Thurgood Marshall Federal Judiciary Building which is located adjacent to Union Station shops and restaurants, at the base of Capitol Hill and minutes away from downtown D.C. The facilities include a fitness center, day care, credit union/ATM, full-service cafeteria, library, and health unit.

How to Apply

Qualified applicants should submit a cover letter, detailed resume and a list of professional references. Complete applications should be received no later than close of business on August 1, 2006. Applications will be reviewed by the search committee appointed by the AO Director as they are received; however, applications will be kept confidential, and there will be no communication with references unless and until the matter has been discussed with an individual applicant. An FBI background investigation will be required to be successfully completed by the selectee. Applications will be accepted via facsimile at (202) 479-3481, e-mail at applications@SC-US.GOV, or via mail to:

Vanessa Yarnall
Supreme Court of the United States
One First Street, N.E.
Washington, DC 20543

The federal judiciary is an equal opportunity employer.